

Retention and Classification Report

Agency: Department of Public Safety. Driver License Division. Driver Services (297)

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Records Officer: _____

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AGENCY: Department of Public Safety. Driver License Division. Driver Services

SERIES: 81813

3

TITLE: Citizen identification card application files

DATES: 1968-1991.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These applications are maintained in order to provide a record of persons applying for Utah identification cards. The applications show the name, address, height and weight, eye and hair color, birth date, Social Security number of applicant; adult or minor status; expiration date; identification number; examiner's signature; nature of evidence of birth date; date of application; station receiving the application; and a notarized sworn statement from the applicant that the information is correct. Applications from persons under the age of sixteen include a parental consent statement. Beginning in 1991, the applications for identification cards were done on the same application as that for drivers licenses. The drivers license and identification card applications were combined into one series at that time.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 10 years and then destroy.

Microfilm duplicate: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. Previous decision: retain in office permanently. The agency deemed this length of time unnecessary and will maintain these records only for two five-year renewal periods.

AGENCY: Department of Public Safety. Driver License Division. Driver Services

SERIES: 81813

TITLE: Citizen identification card application files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Public Safety. Driver License Division. Driver Services

SERIES: 10690

3

TITLE: Commercial Drivers License Dispatch newsletter

DATES: 1990-1992.

ARRANGEMENT: Chronological

DESCRIPTION:

This is a newsletter of the Drivers License Division which is published at irregular intervals. Information includes data about Utah's Commercial Drivers License (CDL) program, and this publication is distributed to commercial trucking companies operating in Utah. Information contained in the bulletin may contain policy updates, locations of CDL offices, and other general information on the CDL program.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Driver License Division. Driver Services

SERIES: 10579

3

TITLE: Commercial vehicle driver handbook

DATES: 1987-2012.

ARRANGEMENT: Chronological.

DESCRIPTION:

This manual is prepared by the Federal Highway Administration for use by individual states and includes items added by the state of Utah. The Drivers License Division uses this as a supplement to the drivers license manual, series 84307, for those persons seeking a commercial drivers license. This manual contains information on driving safety, cargo and passenger transportation, and hazardous materials regulations.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until updated and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency policies, procedures, and function.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2018.

AGENCY: Department of Public Safety. Driver License Division. Driver Services

SERIES: 84307

3

TITLE: Driver handbooks

DATES: 1940-2012.

ARRANGEMENT: Chronological.

DESCRIPTION:

These booklets are prepared by the Drivers License Division for use by the general public. They contain information on eligibility for Utah drivers licenses, motor vehicle registration laws, rules of the road, and driving techniques. These booklets are prepared for standard drivers licenses only.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: For records beginning in 1976 and continuing to the present. Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Driver License Division. Driver Services

SERIES: 16961

3

TITLE: Identification cards

DATES: 1970-1991.

ARRANGEMENT: Numerical by batch number.

DESCRIPTION:

These records are maintained in order to preserve a record of identification cards issued by the Drivers License Division. This series is composed of copies of the camera card used when the photograph is taken. The records do not contain the photograph itself. Information includes identification number; name, address, height, weight, eye and hair color, date of birth, Social Security number, and signature of individual; and year of expiration. Beginning in 1991, the cards used the same format as the drivers licenses (Photo files, series 81259) and were interfiled with them.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 10 years and then destroy.

Microfilm duplicate: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs of the agency. Previous decision: Retain in office permanently. The agency believes that retention for two five-year renewal periods is sufficient. Camera cards can act as a backup to the recipient's card for replacement purposes.

AGENCY: Department of Public Safety. Driver License Division. Driver Services

SERIES: 16961

TITLE: Identification cards

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Public Safety. Driver License Division. Driver Services

SERIES: 10711

3

TITLE: Instruction permit applications for private schools

DATES: 1982-2012.

ARRANGEMENT: Alphabetical by school name

DESCRIPTION:

These records are created by private schools that provide driving instructions to anyone sixteen years or older. Official copies are maintained by Drivers License to provide documentary evidence of applications for instruction permits. The files act as proof that students participated in Drivers Education training. These applications show that students have completed the driving course and are ready for the instruction permit. Copies of these records are kept at the schools. Information includes name, address, date of birth, age, and phone number of each student applying for an instruction permit. Up to ten students may be on the same application form. The applications also show the name and address of the school, a dated certification by the owner that the driver education course will meet the requirements of state laws and regulations, and the dated approval by the Drivers License Division director.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

Computer data files: Retain in Office for 5 years and then delete.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Public Safety. Driver License Division. Driver Services

SERIES: 10711

TITLE: Instruction permit applications for private schools

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Age, birth date, phone number, residential address, and gender

AGENCY: Department of Public Safety. Driver License Division. Driver Services

SERIES: 10580

3

TITLE: Motorcycle safety manuals

DATES: 1967-2012.

ARRANGEMENT: Chronological.

DESCRIPTION:

These manuals are prepared by the Motorcycle Safety Foundation, in cooperation with state licensing authorities across the nation for use by the motorcycle riding public. The manual contains information on motorcycle operations, proper riding attire, emergency procedures, passengers, and cargo.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until updated and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Driver License Division. Driver Services

SERIES: 10581

3

TITLE: Physicians guidelines manual

DATES: 1981-2012.

ARRANGEMENT: Chronological

DESCRIPTION:

This manual is prepared by the Driver License Division in order to provide standard guidelines for the restrictions which may be placed upon driving privileges for those people with relevant medical conditions. Included are descriptions of the various categories of medical conditions, along with definitions of different levels of impairment. The categories are diabetes/metabolic disorders, cardiovascular disorders, pulmonary disorders, neurologic disorders, epilepsy/episodic disorders, learning/memory/communication disorders, psychiatric illness, alcohol/drug problems, visual disorders, anatomic abnormality, functional motor impairment, and vehicle operation history. This publication is updated at irregular intervals.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until updated and then transfer to State Archives with authority to weed.

AGENCY: Department of Public Safety. Driver License Division. Driver Services

SERIES: 10581

TITLE: Physicians guidelines manual

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Driver License Division. Driver Services

SERIES: 10829

3

TITLE: Private driver training school files

DATES: 1991-2012.

ARRANGEMENT: Alphabetical by school name

DESCRIPTION:

These files are kept to maintain a current record of all private driver training schools and instructors certified to administer in-class and on-road driver instruction. Included are school certification applications, commercial driver education school inspection checklists, instructor certification applications (which include employment history), medical profiles of instructors, and school licenses.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after school has withdrawn from the program and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Medical profile, home address, home phone number, date and place of birth, employment history, and educational history of individual

AGENCY: Department of Public Safety. Driver License Division. Driver Services

SERIES: 10936

3

TITLE: State employee identification camera cards

DATES: 1989-2012.

ARRANGEMENT: Numerical by camera card blank number

DESCRIPTION:

These records are kept by the Drivers License Division to maintain a record of state identification cards issued to other state agencies through the division. The cards are available to all state agencies; however, not all agencies use this service. The series consists solely of the camera card which was used when the picture was taken. Information includes expiration date, name of employee, title, state agency which employs the individual, social security number, date issued, birth date, height, weight, sex, eye color, and signature. Also included is a camera card number which is sequentially assigned when the camera card blanks are made. Photographs are not included.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Social Security number, residential address, and gender

AGENCY: Department of Public Safety. Driver License Division. Driver Services

SERIES: 10832

3

TITLE: Third-party tester files

DATES: 1989-2012.

ARRANGEMENT: Alphabetical by company name

DESCRIPTION:

These records document all third-party organizations or individuals certified to conduct outside commercial drivers license testing in Utah. The files contain the application for third-party tester, contract between Public Safety and the third-party tester, third-party examiner certification, signature card, training route maps, and municipal business license. Information includes name of tester, name of person certified, location of the training course, date of the certification, number of hours of training, and signatures. The training route maps include the routes which the third-party tester uses to prove the competency of the persons being tested. In addition to the map, a narrative description of the route is included, showing the location of events on the route, a description of the road, and a notation indicating which maneuvers are to be scored at each point.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after third-party testers become inactive and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. Previous decision: retain in office permanently.

AGENCY: Department of Public Safety. Driver License Division. Driver Services

SERIES: 10832

TITLE: Third-party tester files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Home address and phone number